

**Volunteer/Technical Coordinator
Urban & Community Forestry Program
State of Hawaii**

I. BACKGROUND

The Urban and Community Forestry program is a United States Department of Agriculture program authorized as part of the Forestry Title of the 1996 Farm Bill passed by the 101st Congress. The purposes of the Urban and Community Forestry Program are to: 1) improve understanding of the benefits of preserving existing tree cover in urban areas and communities; 2) encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties; 3) provide education programs and technical assistance to State and local organizations (including community associations and schools) to maintain forested lands and individual trees in urban and community settings and identify appropriate tree species and sites for expanding forest cover; 4) implement tree planting programs to complement urban and community tree maintenance and open space programs; 5) promote the establishment of demonstration projects in selected urban community settings to illustrate the benefits of maintaining and creating forest cover and trees; 6) promote the understanding and practice of technically sound urban forest and tree maintenance; and 7) expand existing research and educational efforts intended to improve understanding of urban tree growth and maintenance, tree physiology and morphology, species adaptations, urban forest ecology, and the economic,

environmental, social, and psychological benefits of trees and forest cover in urban and community environments.

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this initiative is to solicit proposals for consultant services to:

- A. Direct the outreach and volunteer program to support existing and new nonprofit, business and government urban and community tree planting efforts in cities and communities in Hawaii.
- B. Direct and coordinate the Tree City USA Program, arboriculture, education components of the program, and to provide technical assistance and tree planting and/or tree care information to urban forestry communities statewide.
- C. Provide expertise and technical guidance relating to urban tree planting projects to the State Urban and Community Forestry Council.
- D. Assist in the development and implementation of the State Urban and Community Forestry Strategic Plan. This plan will have the primary purpose of describing statewide actions necessary to accomplish State and local urban and community forestry objectives.

The overall objective of the program is to assist the Department of Land and Natural Resources, Division of Forestry and Wildlife to successfully implement the Urban and Community Forestry Program by developing and maintaining an

outreach/volunteer program and coordinating the technical assistance component of the program to enhance on-the-ground project establishment and maintenance success.

III. SCOPE OF SERVICES

The consultant is to provide the following services:

- A. The consultant shall perform the following services to meet the objectives and goals of the volunteer component of Urban and Community Forestry Program:
 - 1. Recruit organizations and people to volunteer and help with urban tree planting projects in their communities.
 - 2. Provide coordination and technical guidance to volunteers involved in community tree planting projects.
 - 3. Oversee the Tree City USA Program, which entails – tracking progress with existing Tree City USA Counties, recruit new entities into the program, and provide input to the National Program on how the program can be improved in the Pacific.
 - 4. Implement effective quality control methods during project planning and tree planting activities to guide volunteers and to provide for a reasonable probability of project success.
 - 5. Provide an annual report that includes successes, failures,

problems, and suggestions on how the program can be improved.

6. Maintain and update a directory of organizations useful in establishing and coordinating volunteer driven urban forestry projects for communities throughout Hawaii.

B. Provide technical assistance in arboriculture, urban forestry or landscape expertise to community tree planting groups, government agencies, businesses, community groups, schools, colleges, universities and neighborhoods.

1. Work with school children and teachers, adults, property owners, developers, and county and state agencies to assure that the trees are selected, planted and maintained correctly and responsibly in their communities.
2. Develop tools to educate people about the importance of tree selection, planting and care through locally appropriate public information and educational materials and activities.

- C. Provide technical information as needed to the State Urban and Community Forestry Council which advises the Department of Land and Natural Resources, Division of Forestry and Wildlife to implement the State Urban and Community Strategic Plan. The consultant shall also provide technical information pertinent to tree planting projects that are reviewed for funding by the State Council with particular emphasis on planting site suitability, appropriate tree species selection and project maintenance requirements. The consultant should therefore have at least a Bachelor of Science Degree in Horticulture, Arboriculture or Urban Forestry, or related field from an accredited University, and be certified by the International Society of Arboriculture as an arborist.

IV. SUMMARY OF CONSULTANT'S EXPERTISE NEEDED TO COORDINATE THE VOLUNTEER AND TECHNICAL ASSISTANCE REQUIREMENTS OF THE URBAN AND COMMUNITY FORESTRY PROGRAM FOR HAWAII.

- A. The consultant shall maintain and periodically update a directory of organizations useful in coordinating volunteer and community urban forestry and tree planting projects throughout Hawaii.
- B. The consultant shall provide technical arboriculture, urban forestry and landscape advice and assistance to people interested in developing urban

tree planting projects in their communities.

- C. The consultant shall provide knowledge of Hawaiian and/or tropical vegetation, as well as known invasive species in Hawaii.
- D. The consultant shall provide technical information pertinent to tree planting projects that are reviewed for funding by the State Council with particular emphasis on planting site suitability, appropriate tree species selection and project maintenance requirements.

V. PROJECT DURATION

The project will start in September 1, 2004 with duration of twelve months, and the possibility of extension of twelve months. The completion date is no later than September 2006.

VI. PROJECT BUDGET

Depending upon receipt of annual federal funds by the Department of Land and Natural Resources, Division of Forestry and Wildlife, the consultant will be paid accordingly to accomplish the goals, objectives and tasks identified herein.

VII. PROPOSAL PROCEDURES

- A. Project Proposal Requirements (Step 1).
- B. All proposals shall contain, but not be limited to the following:

1. Qualifications

- a.) Statement of consultant's qualifications to accomplish program objectives and tasks as described in this RFP;
- b.) Explanation of how consultant will organize, develop, manage, implement and monitor this project including relationships among federal, state, and local governments, Urban and Community Forestry Council members, profit and nonprofit organizations and the general public to meet the goals and objectives of the Urban and Community Forestry Program;
- c.) A general statement identifying the consultant's specialized experience and technical competence for the services and tasks identified under item number III, "Scope of Services." A statement of these qualifications should be supported by a resume and/or curriculum vitae identifying the consultant's qualifications in meeting these requirements;
- d.) The proposal shall provide the following information: name, address, e-mail, and telephone number of the individual who may be contacted during the period of proposal evaluation.

2. Technical Specifications

- a.) A detailed statement of the scope of proposed tasks and services, including how the tasks required in the scope of services section will be accomplished and how the proposed tasks will accomplish the goals and objectives of the Urban and Community Forestry Program;

C. Bid Proposal Requirement (Step 2).

A sealed bid price proposal will be prepared in a separate envelope submitted with the project proposal. The sealed bid price should be based on a twelve month period and include:

1. Detailed project budget requirements and cost estimation to meet the proposed work needs of the program and the time frame needed to accomplish these services. The budget should address each of the major tasks, showing total direct costs (salaries, fringe benefits, travel, per diem, etc.) for the consultant including all other costs associated with the services provided (indirect costs and overhead, profit, and State excise tax, etc.)
2. A listing of hourly rates assumed by the consultant to include overhead, clerical costs, and taxes.
3. A statement of desired method and time frame of payment. The Department of Land and Natural Resources, Division of Forestry

and Wildlife normally pays a consultant on the basis of invoices for services rendered. Final payment, including the amount retained, is paid upon satisfactory completion and acceptance of all work.

VIII. SUBMITTAL OF PROJECT AND BID PROPOSAL

A. This section describes the two-step procurement process which requires bidders to submit:

1. Project Proposal, and
2. Bid Proposal

simultaneously in separately sealed envelopes. The Project Proposal and Bid Proposal shall be submitted at the same time and shall be due by 4:00 p.m. on Monday, August 13, 2004. Bidders must submit three (3) copies each of the Project Proposal and Bid Proposal.

B. Project Proposal

In Step 1, each Project Proposal will be opened and reviewed by an evaluation committee. At this stage, the Project Proposal shall first be reviewed for timeliness of submission, completeness, and compliance with the general procurement requirements specified in this document. The Project Proposal shall not contain any reference to the total bid so that it may be evaluated strictly on the basis of technical merit.

The evaluation committee shall then conduct a comprehensive, fair

and impartial appraisal of each Project Proposal submitted and assign a score as more fully described in the "Scoring Criteria," Section I. This procedure shall be attended by the evaluation committee, or any other members deemed necessary by the State, and shall NOT be subject to public attendance or public scrutiny. During this phase, the evaluation committee, in addition to reviewing documents submitted, may also conduct reference checks, telephone interviews, and/or site inspections to assess or verify consultants background.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to select portions of a proposal, or to reject any and all proposals.

The sealed Bid Proposal of bidders who fail to receive a minimum qualifying score (80 or more points) as described under "Evaluation Criteria" shall not be opened. Those bidders failing to receive a minimum qualifying score shall be (1) disqualified from further consideration, and (2) mailed a Notice of Disqualification, along with the bidder's sealed Bid Proposal.

In Step 2, the sealed Bid Proposals submitted by those bidders with a qualifying Project Proposal will be opened and evaluated.

C. Cost of Proposal Preparation

Costs for developing the proposals are solely the responsibility of the bidder, whether or not any award results from this solicitation. The State of Hawaii will provide no reimbursement for such costs.

D. Disposition of Proposal

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract.

E. Notification

Each consultant will be notified in writing of the evaluation committee's selection decision.

F. Bid Evaluation

Award will not be made on the basis of price alone. The Total Bid Price shall be evaluated by taking into consideration the submitted bid price AND how well the bidder meets the criteria set forth below under Evaluation Criteria. Step 1 details the criteria to be used in judging bidder's project proposal and Step 2 sets forth and explains the formula to be used in evaluating the total bid price.

G. Evaluation Criteria

Before the merits of each proposal are evaluated, the Evaluation Committee shall evaluate each proposal to determine whether it complies

with, and is responsive to, the project description and instructions. At this stage, proposals will also be reviewed for timeliness of submission, completeness, and compliance with the requirements and qualifications specified in this document.

Those proposals that do not comply with the requirements of the project description will be rejected from further consideration. A Notice of Disqualification shall be sent to those bidders whose proposals are disqualified under this section.

H. Determine of Responsibility

In order to qualify as responsible bidders, individuals must meet the following standards:

1. Adequate financial resources for performance, or the ability to obtain such resources, as required during performance;
2. Necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them;
3. Ability to comply with the proposed or required time of delivery or performance schedule;
4. Satisfactory record of integrity, judgment and performance;
5. Otherwise qualified and eligible to receive award under applicable laws and regulations.

Bidders shall submit acceptable evidence of experience, organization, technical qualifications, skills, and facilities to perform the service called for in this document under scope of work.

I. Scoring Criteria

Those proposals that survive the Compliance Review shall be evaluated based upon seven (7) criteria deemed critical to the successful completion of all project requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria.

Each member of the evaluation committee will score each proposal.

Points awarded for each criteria will be multiplied by the weighted value given. The final scores of each proposal will be an average determined by assessing the total scores of all committee members. Proposals submitted will be evaluated using the following weighted criteria:

1. The professional qualifications of the consultant to perform the work under scope of services. (Weighted Value 4)
2. Knowledge and experience needed to coordinate a network of organizations to assist volunteer and community urban tree planting projects statewide. This may include conducting collaborative problem-solving/planning or broad-based community and agency building activities. (Weighted Value of 4)

3. Demonstrate professional arboriculture, urban forestry, and landscaping experience and expertise needed to advise and guide community and volunteer groups to plan, carry out and maintain urban tree planting projects. Experience would preferably have included attendance at several National technical Urban and Community Forestry Conferences and state coordinator's meetings. (Weighted Value of 4)
4. Have obtained at least a Bachelor of Science Degree in Horticulture, Arboriculture or Urban Forestry or related field from an accredited University and certification as an arborist with the International Society of Arboriculture. (Weighted Value of 2)
5. Experience producing technical urban tree, arboriculture or landscaping information in appropriate forms to educate people of various backgrounds and educational levels. (Weighted Value 2)
6. Demonstrate professional technical and work experience needed to advise the State Urban and Community Forestry Council as it reviews urban tree planting project proposals. (Weighted Value 2)
7. Demonstrate ability to deliver the objectives of the State Urban and Community Forestry Strategic Plan. This plan shall describe statewide actions to increase urban forestry activities in local and

community forest areas throughout Hawaii. (Weighted Value 2)

J. Method of Award

The Department of Land and Natural Resources, Division of Forestry and Wildlife reserves the right to make the award to the consultant who submits a project proposal and bid proposal, or portions thereof, which meet the requirements set forth under the scope of work, section III, and other project requirements as provided. Award, if any, will be to the responsible bidder receiving 80 or more points in Step 1.

IX. CONTRACT EXECUTION

The successful bidder shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources. Upon execution of the contract, the State will issue a Notice to Proceed specifying the contract commencement date. No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to official date.

X. SUBMISSION REQUIREMENTS

- A. The deadline for receipt of a typed project proposal and bid proposal, as specified in this document, is Monday, August 13, 2004 at 4:00 p.m.
- B. The respondent bidder agrees that the proposal shall constitute a firm

offer to the Department of Land and Natural Resources, Division of Forestry and Wildlife and cannot be withdrawn for any reason after the due date for submission of the proposals. The respondent bidder shall agree that prices listed are firm and shall remain so throughout the performance of the work.

- C. The proposal shall be signed by the consultant interested in bidding for these services. It shall include the name, title, address, e-mail and telephone number.

